

MEETING MINUTES

Finance Committee

Tuesday, October 4, 2011

CALL TO ORDER

Time – 7:00 P.M.

Members in attendance: Chairman S. Jon Stumpf, Joanne F. Marden, Mary O'Donoghue, Cindy Milne, Mark Merritt, Paul Fortier, Peggy Kruse, Greg Rigby and Dan Kowalski.

Also Present: Finance Director Donna Walsh, Andover Youth Foundation Chairman Diane Costagliola, Youth Services Director Bill Fahey and J.D. LaGrasse & Associates, Inc. Architect Mark Yanowitz.

APPROVAL OF MINUTES

Mary O'Donoghue moved and Cindy Milne seconded to recommend approval of the minutes of September 14, 2011. The motion passed unanimously, with changes. 9-0

ANDOVER YOUTH FOUNDATION PRESENTATION

Chairman Diane Costagliola and Architect Mark Yanowitz presented a plan for constructing a new youth center to be named The Cormier Youth Center. Handouts were distributed: The Cormier Youth Center slide presentation, Construction Cost Estimates and Questions from a Board of Selectmen Brainstorming Session. Highlights included:

- Youth Foundation to collect certified signatures for a Special Town Meeting on December 5th.
- Ongoing project for 10 years
- Patience of donors waning - requesting donations be returned without Town approval by end of year.

Bill Fahey spoke to Andover's need for youth programs and services noting that in the first year of operation Youth Services served 200 kids, while serving 6000 this year. Mr. Fahey added that there would be opportunity for additional revenue with the use of fee-based programs.

Mr. Yanowitz presented the Site Development Plan, Schematic Design and 2nd Floor Build-Out Options plan. He stated that his firm is committed to constructing the most building for the site selected while recognizing the budget and with options for future expansion should additional funds become available. Ms. Costagliola added the Youth Foundation is not only committed to matching the Town's requested share of \$2,000,000 but to also give \$50,000 to support operating expenses.

The floor was opened to questions from the Finance Committee and audience members. Finance Committee members expressed concern over supporting this project with nine pending CIP projects currently under consideration. Ms. Costagliola responded that the plan presented at this meeting was more sustainable as a 20,000 sq. ft. project than the original 32,000 sq. ft. plan.

Furthermore, that while she recognized the importance of other CIP projects, this project was unique due to it being funded with private funding.

Other Finance Committee members asked Ms. Costagliola to what part of the project would taxpayers' money go toward, operating expenses or construction. Ms. Costagliola's response was that it would be difficult at this time to answer that question and that those types of decisions would be made by a Building Committee.

Another Finance Committee concern was that the current plan may change by the Special Town Meeting. Selectman Brian Major assured Committee members that the Selectmen have addressed this issue by directing Town Counsel to work with the Youth Foundation in constructing the warrant article prior to collecting signatures.

To a question on the timeframe of the project, Mr. Yanowitz responded that it would take approximately eight months.

Mr. Fahey was asked the number of staff that would be needed to run a new youth center. He replied five and that additional staffing would be funded with programming revenue.

Andover resident, Bob Marshall, expressed frustration with the urgency with which this project was being put before the Town for approval. Discussion followed. Ms. Costagliola addressed Mr. Marshall's concern by reiterating the Foundation will lose donors if the project is not approved by December 31st.

Ms. Costagliola was asked who would be responsible for cost overruns. She replied that the Youth Foundation was not only committed to providing \$2,000,000 but 10% for contingencies as well. It was noted that costs for furnishings was not included in the plan presented. Ms. Costagliola responded that furnishings would be paid for through donations, fundraising and transferred from Youth Services on Pearson Street.

Mr. Stumpf thanked the Youth Foundation, Bill Fahey and Mr. Yanowits for their presentation. He added that subsequent to further review of the details, Finance Committee liaison, Greg Rigby, would then return to the Foundation with any additional concerns.

CIP PLANNING POLICY

Chairman Stumpf advised Committee members of the need for being aware of CIP policies during the Budget process. He added the importance of receiving good information in order to make good recommendations. Discussion followed.

UPDATES & LIAISON REPORTS

Ms. Marden requested New Growth numbers from Finance Director Donna Walsh. Ms. Walsh responded the number to be approximately \$1,000,000. Also, that Free Cash had been submitted except for one part, the Bancroft project.

Mr. Fortier and Mr. Kowalski reported their attendance at a meeting at South School for the Ballardvale Fire Station Replacement project. Mr. Kowalski stated the need for a definitive cost analysis.

Mr. Kruse informed the Committee that the Town Yard Task Force voted to rank Campanelli Drive as the top site. After a brief discussion, it was noted this project came in at approximately \$18,500,000, a savings from the proposed Brockway Smith site. Mr. Marshall voiced concern over the Campanelli site's close proximity to the Merrimack River.

Mr. Kowalski reported his attending a meeting with School Business Manager Paul Szymanski. The meeting was held to discuss the School Department providing additional detail to line items in the Budget. He added that the MUNIS Software System was also discussed. Ms. Walsh stated that she would be meeting with CIO Paul Puzzanghera the following day to discuss MUNIS integration.

NEXT MEETING

Regular Finance Committee Meeting
Wednesday, November 9, 2011
7:00 P.M.
2nd Floor Conference Room

ADJOURNMENT – 9:50 P.M.

Respectfully Submitted,
Carolyn Lynch
Recording Secretary

